

**CITY OF CAMPBELL  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION  
70 North First Street, Campbell, CA 95008  
Ph. (408) 866-2150 ; Fx. (408) 376-0958**

# CHECKLIST FOR ON-SITE GRADING AND DRAINAGE

APPLICATION NO(S):

ADDRESS:

**Instructions:** This checklist provides advance notification to applicants of the City of Campbell's final on-site grading and drainage plans and submittal requirements. Using this checklist will expedite your application through the City's review process.

Prior to submitting a final on-site grading and drainage plan list to the City Engineer, please place an "X" in the box indicating that you have complied or that the particular item does not apply. Review applicable sections, which are referenced in parentheses, before checking off each item.

**SEAL AND SIGNATURE OF ENGINEER OF WORK**

I HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT, THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT, AND COMPLETION OF THIS CHECKLIST, AS DEFINED IN SECTION 6703 OF THE BUSINESS AND PROFESSION CODE, AND THAT THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS.

	Date
Signature	
Printed Name:	<input style="width: 360px; height: 25px;" type="text"/>
RCE #:	<input style="width: 360px; height: 25px;" type="text"/>
Expiration Date:	<input style="width: 360px; height: 25px;" type="text"/>

(SEAL)

	ITEMS	COMPLY	NOT APPLY	CITY COMMENTS
<b>I.</b>	<b>GENERAL</b>			
1.	City standard on-site title sheet with applicable notes.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
2.	24"X36" sheet size used, including City Standard borders and Blueprint for a Clean Bay Plan Sheet.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
3.	Title Block/Scale/North Arrow Shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
4.	Plans must be clearly readable before and after microfilm reproductions.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
5.	Engineer's name, number, expiration date and signature included on all sheets.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
6.	Vicinity Map shown (must be microfilmable).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
7.	Sheet Index and key map included for 3 or more sheets.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
8.	Cross sections as needed for clarity.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
9.	All adjacent streets labeled correctly.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	
10.	Reference to City benchmark.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	

		<b>COMPLY</b>	<b>NOT APPLY</b>	<b>CITY COMMENTS</b>
11.	Existing and proposed property easement lines.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
12.	Streets dimensioned (existing right-of-way, pavement, curb, gutter, sidewalk and parkways.)	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
13.	Adjacent Properties labeled as to use.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
14.	Provide an Erosion/Sediment Control plan identifying temporary storm drain and BMP protection during construction.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
<b>II. GRADING</b>				
15.	Stencils at storm drainage facilities labeled as "Flows to Bay".	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
16.	1' contour lines (existing and proposed).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
17.	Existing and proposed building locations and pad elevations.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
18.	Proposed elevations at high points, grade breaks, and other significant locations.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
19.	Finished grade elevations at building corners.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
20.	Lot corner elevations and the elevation at the high point in the yard.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
21.	Side and rear yard topography extending a sufficient distance beyond property line (20' minimum) to determine that proposed grading will not impede existing drainage patterns.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
22.	Existing and proposed fences or retaining walls.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
23.	Quantities of cut and fill in cubic yards.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
24.	Lots numbered and dimensioned per final map.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
25.	Grading conforms to approved preliminary plans.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
26.	Sufficient elevations on adjacent parcels must be indicated to demonstrate that proposed grading will not impede existing drainage patterns.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
<b>III. DRAINAGE</b>				
27.	Location and elevation of overland release to public storm system shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
28.	Roof drainage downspout locations shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
29.	Interior drainage facilities identified (catch basin, pipes, swales, etc.).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
30.	Size, grate elevation and invert elevation of all inlets shown and cross section of drainage swales shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
31.	Pipe materials, slopes and sizes shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>
32.	Channelization of flows to adjacent properties will not be allowed.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	<hr/>

		COMPLY	NOT APPLY	CITY COMMENTS
33.	Sheet flow across public property will not be allowed.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
34.	Runoff from impervious areas should be channeled to pervious areas. Direction of flow from impervious to pervious areas shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
35.	Amount of proposed pervious area and proposed impervious area (in square feet).	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
36.	Drainage calculations using the numeric sizing criteria, if applicable.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
37.	Calculations sizing the selected BMP based on results from the numeric sizing criteria, if applicable.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
38.	Dimensions, cross sections and slopes, if applicable, of the selected BMP to treat the site shown.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
39.	Vegetated drainage swales, filter strips and/or other treatment devices shall be designed to store runoff and drain when at capacity. Elevations of swale features (i.e. top of swale, basin of swale, top of overflow grate, etc.) shown.	<input type="checkbox"/> OK	<input type="checkbox"/> OK	_____

**IV. NOTES**

40.	City of Campbell <u>GENERAL GRADING AND DRAINAGE NOTES</u> are included on the plans.	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
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**V. SEAL OF ENGINEER OF WORK**

41.	Seal of Engineer of Work shown on plans as follows:	<input type="checkbox"/> OK	<input type="checkbox"/> N/A	_____
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SEAL OF ENGINEER OF WORK:

I hereby declare that I am the Engineer of Work for this project, that I have exercised responsible charge over the design of the project as defined in Section 6703 of the Business and Professions Code, and that the design is consistent with current standards.

The design shown hereon is necessary and reasonable and does not restrict any historic drainage flows from adjacent properties nor increase drainage to adjacent properties.

I understand that the check of project drawings and specifications by the City of Campbell is confined to a review only and does not relieve me, as Engineer of Work, of my responsibilities for project design.

\_\_\_\_\_  
Engineer of Work Name, P.E.

\_\_\_\_\_  
Date

(Firm Name)  
(Firm Address)  
(Firm Telephone)

RCE # \_\_\_\_\_

Expiration Date: \_\_\_\_\_